

CIVIL AIR PATROL
Virginia Wing Headquarters
7401 Airfield Drive
Richmond, VA 23237-2250

VA WING SUPPLEMENT 1
CAP Regulation 100-1, Vol. 1
1 MAR 01

COMMUNICATIONS

CAPR 100-1, Vol 1, 1 Aug 96 is supplement as follows:

6-1 (Add)

a. VA Form 19, 20, and 21 (as appropriate) will be used for all requests for a Virginia Wing Radio Station Authorization. These forms will be submitted directly to the Wing Radio Station Licensing Officer for processing.

Forms that are submitted with significant errors (not signed with original signatures; insufficient copies; incomplete or not readable) will not be processed and will be returned for correction.

Updates to document changes in equipment, mailing address, or telephone numbers will be submitted directly to the Wing Radio Station Licensing officer as soon as possible after they occur. Radio Station Authorizations expire on the date specified on the authorization card.

No station will be permitted to operate with an expired authorization. Renewals will be accepted for ninety (90) days after the expiration date. After 90 days past the expiration date, the Callsign of the station will no longer be reserved and will go back into the Callsign pool.

A renewal application received after the 90-day grace period will be treated as a new station application, and may receive a new Callsign.

b. All CAP members, both Senior and Cadet, will attend a BASIC Radio Operator Authorization class conducted by the unit's Communications Officer as part of the Level One orientation.

Upon completion of this class and submission of the proper application, the member will receive a BASIC Radio Operator Authorization. This will allow the member to operate any properly authorized CAP radio station.

A member wishing to build and operate a station to obtain a personal Callsign must complete an ADVANCED Radio Operator Authorization course.

Once the ADVANCED Radio Operator Authorization is obtained, the member may apply to the Wing Radio Station Authorization Officer for a Callsign.

c. VA Form 22 will be used for all requests for a Virginia Wing Radio Operators Authorization. The individual students will forward their completed VA Form 22 directly to the Wing Radio Operator Authorization Officer for processing.

Forms that are submitted with significant errors (not signed with original signatures; insufficient copies; incomplete or not readable) will not be processed and will be returned for correction.

After the completion of the Communications Class, the instructor will submit a CAP Form 103 listing those who were students, auditing the course, or assisting in instruction, directly to the Wing ROA Officer.

d. Members who transfer to Virginia Wing are required to obtain a Virginia ROA Card. Credit will be given for possessing another Wing's ROA if proof of issuance is submitted with the application. Former members who are inactive for two (2) or more years are required to attend a Communications Class as a refresher. Re-testing is not required.

6-4 e. (1) (Add)

c. Members of the Wing Communications staff and Virginia Wing Net Control Stations also have the additional duty of Wing Monitoring Stations.

7-4 i. (Add) Groups and Squadrons will make every effort to have at least one station from their unit on each of the Wing HF-SSB nets and Group VHF FM nets to accept traffic for their respective units.

Supersedes VAWg. Sup 1 - CAPM 100-1, 30OCT98
OPR: DC

Distribution: 2 each Group, Squadron, Flight
1 each HQ CAP-USAF/DOK, MER/DC;
1 each VA Wing Radio Station

10-1 (5) (Add) Frequencies 121.6 and 121.7 mHz are no longer available to Civil Air Patrol for operation of practice ELTs. Operation on 121.775 mHz is now mandatory. No advance notification is required to use 121.775 MHz. Form VA 100-5 is obsolete and will be discarded.

11-1 (Add) VA Form 22 will be used for all requests for a Virginia Wing Radio Operators Authorization (ROA). The individual students will forward their completed VA Form 22's directly to the Wing Communications Training Officer for processing. Additionally, the student must be a current member of

CAP before the ROA card will be issued. Forms that are submitted with significant errors (not signed with original signatures; insufficient copies, incomplete or not readable) will not be processed, and will be returned for corrections. After the completion of the Communications Class, the instructor will submit a report of attending personnel, listing those who were instructors, students, auditing the course, or assisting instructing, directly to the Wing Communications Training Officer. CAP Form 103 may be used for this purpose. ROA cards will not be issued until this report is received.

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